

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



AIR FORCE INSTRUCTION 31-204

**MAXWELL AIR FORCE BASE
Supplement 1**

10 AUGUST 2004

Security

AIR FORCE MOTOR VEHICLE TRAFFIC SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 42 SFS/SFOD
(TSgt Stacey Crest)
Supersedes AFI 31-204/MAFBS1, 13 February 2003

Certified by: 42 SFS/CC
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Pages: 15
Distribution: F

AFI 31-204, 14 Jul 2000, is supplemented as follows:

This supplement implements AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*. It establishes motor vehicle traffic supervision policies for Maxwell AFB, Gunter Annex, and the Maxwell Family Housing Annex. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>). This publication applies to all individuals assigned, attached, employed by, or residing on Maxwell Air Force Base (AFB), Gunter Annex, the Maxwell Family Housing Annex or any person driving a government or privately-owned vehicle within the limits of Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex. All vehicle operators are required to thoroughly familiarize themselves with this supplement and comply with the rules set forth in it.

★SUMMARY OF REVISIONS

★This revision incorporates interim change (IC) 2004-1 (Attachment 4 – Added, MAFB) and adds guidance pertaining to event-related vehicle traffic flow interruptions (paragraph 4.1.2.2.). A star (★) indicates a revision from the previous edition.

2.1.1.2. International driver's licenses are authorized on Maxwell AFB, Gunter Annex, and the Maxwell Family Housing Annex for a period not to exceed 30 days.

2.1.1.4. Operators of all vehicles entering Maxwell AFB, Maxwell Family Housing Annex, or Gunter Annex must meet Alabama automobile insurance requirements, which are: \$20,000 personal liability for each person, \$40,000 personal liability for each accident, and \$10,000 property damage liability. Failure

to maintain these minimum liability requirements may result in suspension of the owner's base driving privileges and the owner/operator's vehicle registration for a period of one year.

2.2.1.2. Procedures are outlined in 42 ABW OPlan 31-101 and Security Forces Squadron Operating Instructions.

2.4.1.1. (Added) (MAFB) Vehicles will be deemed parked illegally when they have been parked for an "unreasonable period" which is defined as at least 72 hours and will be subject to towing at the owner's expense after expiration of this period.

2.4.1.2. (Added) (MAFB) Any vehicle on Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex, which interferes with safe operation of the traffic flow, will be towed immediately at the owner's expense.

2.4.1.3. (Added) (MAFB) Any vehicle on Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex that creates a safety hazard, as deemed by a competent authority (for example, security forces Flight Chief/Commander or safety representative) will be towed immediately at the owner's expense.

2.4.1.4. (Added) (MAFB) Any vehicle on Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex that has been involved in an accident will be towed at the owner's expense as soon as possible.

2.4.1.5. (Added) (MAFB) Any vehicle on Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex that has been left unattended in or adjacent to a restricted, controlled, or off-limits area will be towed immediately at the owner's expense.

2.4.1.6. (Added) (MAFB) Any vehicle on Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex which is left unattended for a period of not less than 72 hours, without proper notification to the Security Forces Squadron will be considered abandoned and processed in accordance with local security forces procedures.

2.5.1.1.1. (Added) (MAFB) A person's installation driving privileges are administratively suspended for a period of one year when they incur three non-moving violations within a one-year period. Note: Repeated violation of recreational vehicles parked in a housing area may result in eviction of the RV from the installation.

2.5.1.1.2. (Added) (MAFB) Installation driving privileges may be suspended for a period of not less than 6 months for the following reasons:

2.5.1.1.2.1. (Added) (MAFB) Serious moving violations (eluding, reckless driving, etc.)

2.5.1.1.2.2. (Added) (MAFB) Referral for medical evaluation when a driver, based on reasonable belief, appears to have mental or physical limits that had or may have an adverse effect on driving ability.

2.5.1.1.2.3. (Added) (MAFB) The installation commander can consider the following items to withdraw an individual's driving privileges on the installation: attendance at driver's improvement program to improve driving skill, awareness, attitude, referral to an alcohol, drug treatment, or rehabilitation facility

for evaluation, counseling, treatment, and failure to comply with requisites for granting installation driving privileges (required level of insurance, etc.).

2.5.1.1.3. (Added) (MAFB) A non-moving violation is defined as performing unauthorized repairs, failure to maintain proper registration, unauthorized modifications or alterations, failure to maintain safety standards or parking a recreational vehicle in any housing area.

2.5.2.2.1. (Added) (MAFB) Outbound Assignments (42 MSS/DPMAR), Nonappropriated Funds (NAF), and Civilian Personnel forwards a copy of orders for personnel due to PCS, retire, or separate to the SFAR section quarterly. A check of these personnel is conducted through the Security Forces Management Information System (SFMIS). If the individual has a history in SFMIS, a copy of the history is forwarded to the individual's gaining base security forces.

2.7.2.3.7.1. (Added) (MAFB) A reasonable period is defined as within 10 duty days of the offense.

2.10.2.1. (Added) (MAFB) The 42 MSG/CC is designated as the review and authorization official for immediate suspension of installation driving privileges. The 42 MSG/CC and the 42 ABW/CV are designated as the reviewing officials.

2.10.2.2. (Added) (MAFB) The 42 ABW/JA reviews all reliable evidence promptly. If the review proves grounds for suspension of the subject's installation driving privileges did not exist, the subject is notified in writing that his or her driving privileges have been reinstated.

2.10.2.3. (Added) (MAFB) The individual concerned carries a copy of the letter indicating limitations of the restricted driving privileges at all times while operating a motor vehicle. Personnel granted on-base restricted driving privileges instead of suspension or revocation are issued an AF Form 75, **Visitor/Vehicle Pass**, upon turn-in of registration decal. The AF Form 75 is affixed or placed in the lower left hand corner of the vehicle's windshield, visibly displayed at all times while the vehicle is being operated or parked on the installation.

2.10.2.4. (Added) (MAFB) Personnel granted limited on-base restricted driving privileges (authorization to drive to and from place of duty, hospital, commissary, etc.) are issued an AF Form 75, over stamped with an "R" (restricted) identification. Individuals granted this privilege must carry this letter on their person.

2.10.2.5. (Added) (MAFB) Personnel granted restricted privileges for parking only are issued an AF Form 75 over stamped with "R/P" to indicate restricted privileges/parking. The over stamped AF Form 75 authorizes entry onto the installation and allows the vehicle operator to proceed to a specified parking lot or area. Any deviation is cause for administrative action or either suspension or revocation, as appropriate. Individuals granted this privilege must carry this letter on their person.

2.10.2.6. (Added) (MAFB) Request for appeal or reconsideration of administrative hearing decisions is forwarded through 42 SFS/CC to the 42 MSG. 42 ABW/JA reviews the appeal 42 MSG review.

2.10.2.7. (Added) (MAFB) All personnel whose on-base driving privileges are suspended or revoked concurrently, with the effective date of such action, must remove the vehicle registration decals from all vehicles registered under their name and return the remnants to the Pass and Registration Section. Termination of registration of privately owned vehicles belonging to personnel who have their base driving privileges suspended for 60 days or less is not required. For personnel whose driving privileges

are suspended for 60 days or more, registration termination is required. Dependents of affected members who are licensed to operate a motor vehicle may request issuance of an AF Form 75 over stamped with "S/R" (suspension/revocation) identification. The over stamped AF Form 75 serves as authorization for licensed dependents to operate the motor vehicle on base; however, the sponsor will not drive on the installation for the period of the suspension/revocation. The approving authority for this request is the 42 ABW/CC.

2.10.2.8. (Added) (MAFB) An individual's installation driving privileges are revoked for a period of 1 year upon notification (telephonically, mail, or by Air Force Law Enforcement Terminal System) of suspension/revocation of driving privileges from a state.

3.1.1.1. Vehicles that are in the legal custody of dependents, stepparents, or guardians of minor children authorized to use base facilities can be registered on Maxwell AFB or Gunter Annex. *Note: Personnel must have a current power of attorney.

3.1.2. Off-road vehicles and bicycles do not need to be registered.

3.1.5. The use of AF Form 75 and other computer generated vehicle/visitor passes are authorized by the 42 ABW/CC for use on Maxwell AFB, Gunter Annex, and the Maxwell Family Housing Annex. Procedures governing the issue and control of these passes are located in the 42 SFS operating instructions.

3.1.5.1.4. The 42 ABW/CC has determined that all passes issued at Maxwell AFB and Gunter Annex contain specific expiration dates that are clearly marked. Retrieval of said passes is not necessary.

3.1.6. The 42 ABW/CC has determined there are no non-military or non-DoD tenant activities located on Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex for which registration systems or decals are authorized.

3.3. The 42 SFS/CC authorizes all security forces personnel assigned or attached to the pass and registration section as registration officials.

3.4. (NOTE) The 42 ABW/CC has determined the color code used by dependents of deceased military members will be the same as paragraphs 3.4.2.1 - 3.4.2.5 of the basic instruction.

3.5.4. The 42 ABW/CC has determined that the time period for personnel to surrender or transfer their DD Form 2220 to another authorized driver shall be no more than 5 duty days.

3.5.5. The 42 ABW/CC has authorized registration privileges to any spouse or other dependents continuing to live near Maxwell AFB or Gunter Annex, as long as they are legally entitled. The spouse or dependents are responsible to ensure the AF Form 533 or SFMIS database is updated.

3.5.7. The 42 ABW/CC authorizes the transfer of DD Forms 2220 from Maxwell AFB and Gunter Annex to any other stateside location, as long as the owner of the vehicle remains eligible for registration. The registrant is responsible for notifying both the losing and gaining pass and registration of the transfer of DD Forms 2220.

★4.1.2.2. Personnel sponsoring an approved large-scale event/activity, which may interrupt vehicle traffic flow (i.e., organized wing runs, construction projects, etc.) are required to notify the 42d Security

Forces Squadron Operations Section three days prior to the scheduled event. The sponsoring personnel need to provide the date, time, location or route, sponsor's name and contact number, duration of event/activity and request for security forces support, if needed.

4.2.1. The 42 SFS/CC has developed a local traffic code in Attachment 3 of this supplement.

4.2.2. Violations and conditions to tow or impound a vehicle are defined in Chapter 6 of the basic instruction.

4.4.1. Air Force equipment contained in TA 538 is used.

4.4.2.1. The 42 SFS/CC has established a local training and certification program for operators of speed measuring devices.

4.5.1.2. The 42 ABW/CC has determined vehicle and private property damage in the amount of \$10,000 is deemed a major traffic accident at the Maxwell AFB, Gunter Annex, and the Maxwell Family Housing Annex. This applies to both private and government property damage.

4.5.2. The 42 SFS/CC has determined those off-installation accidents involving military personnel are handled by the local or state police, as determined by their jurisdiction. The local jurisdictions will provide copies of any accident reports involving military members assigned or attached to Maxwell AFB or Gunter Annex through official channels when requested by the 42 SFS/CC.

4.6.1. The driver of a motor vehicle involved in a major accident on Maxwell AFB, Gunter Annex, or in the Maxwell Family Housing Annex, must immediately notify the security forces. Security forces will respond to the scene of all on-base major accidents to accomplish accident management measures, unless the Chief, Security Forces, has authorized cold reporting (minor accidents only), in which case the drivers are instructed to report to the Law Enforcement Desk to file the report.

4.6.1.1. (Added) (MAFB) A City of Montgomery Accident Release Sticker is issued to private vehicle operators who receive damage to their vehicle. Montgomery City Ordinance 25-2-2 requires the sticker before auto repairs may be performed in the City of Montgomery, Alabama. Accident Release Stickers are accountable and are issued by the security forces desk sergeant.

4.6.4.1. (Added) (MAFB) The use of the Minor Vehicle Accident (MVA), blotter entry and statements are mandatory.

4.7.1. Any police or investigative type agency with a valid need to know is authorized access to accident reports on file in the 42 SFS/SFAR section. The 42 SFS/CC will assess all other requests and information will not be released to any other agency without prior approval from it.

4.8.2. The 42 ABW/CC has determined only 10 percent of all spaces in a specified parking area may be designated as reserved. Waivers and exceptions of this policy must go through the 42 ABW/CC.

4.8.3. The 42 ABW/CC has authorized the use of distinctive emblems, decals, and stickers to control parking space assignments for use at any of the numerous service schools located on Maxwell AFB or Gunter Annex. Unit commanders or staff agency chiefs develop, maintain, and implement these programs.

4.8.4. Ticket wardens may issue DD Form 1408, **Armed Forces Traffic Ticket**, for parking infractions only in parking lots they have been assigned to monitor. Unit commanders identify the individuals they appoint as ticket wardens in writing to 42 SFS/SFAR. Security Forces train ticket wardens as needed.

4.9.3. The 42 ABW/CC has established local administrative procedures for processing traffic violations. These procedures are located within local operating instructions maintained by the 42 SFS.

4.9.4.2. (Added) (MAFB) Violators may appeal DD Forms 1408 in writing to the 42 SFS/CC through their unit commander.

4.9.4.3. (Added) (MAFB) The unit commander or staff agency chief evaluates the appeal and submits a written finding to the 42 SFS/CC for further action by the suspense date. Failure to respond promptly could result in denial of the rebuttal process. Enter in pencil "Citation Being Appealed" in the Remarks block of the Action Taken section on the reverse side of the DD Form 1408. The commander or staff agency chief signs the signature block and completes the rank/grade block in the usual manner.

4.9.4.4. (Added) (MAFB) If 42 SFS/CC upholds the appeal, findings of that decision are forwarded by SFAR to the appellant's unit commander or staff agency chief. Reference to the violation is stricken from the person's traffic record.

9.4.4.5. (Added) (MAFB) If 42 SFS/CC denies the appeal, SFAR forwards such findings with a suspense to the individual's unit commander for necessary administrative or disciplinary action. [The commander indicates action taken on the reverse side of the DD Form 1408; list specific action taken in the remarks block, using ink or typewriter].

4.9.4.6. (Added) (MAFB) DD Form 1408s issued to Maxwell AFB and Gunter Annex personnel are signed by their unit commander. The senior administrative officer or first sergeant may sign for the commander of active duty military personnel and their dependents under the age of 18, Department of Defense (DOD) civilian employees operating DOD vehicles, reservists on active duty, and prisoners assigned to the Maxwell Federal Prison Camp.

4.9.4.7. (Added) (MAFB) Indicate findings and action taken to correct the behavior on the reverse side of the DD Form 1408, sign, and forward it to 42 SFS/SFAR to arrive by the suspense date. Do not include comments on point assessment. If the commander's report of action taken indicates neither disciplinary nor administrative action is appropriate, the traffic ticket or other moving traffic violation, along with the report of inquiry, is forwarded to the 42 MSG/CC for approval or disapproval.

4.11.2. Personnel operating a vehicle with a Blood Alcohol Content (BAC) of at least 0.05 percent by volume but less than 0.08 will have their installation driving privileges suspended for a period of not less than 6 months.

4.14.3. The authorized chemical test to be administered by the 42d Medical Group is the Enzymatic or Anstles Test (commonly known as the blood alcohol test) and the urinalysis (for drugs). Security forces will utilize the breath testing machine assigned to the unit provided it is operational and a certified operator is available to determine blood alcohol content. Security forces may transport military and civilian personnel to the Montgomery Police Department for administration of a breath test to determine the blood alcohol content upon approval of the 42 SFS/SFO if the Security Forces system is not available.

4.17. The 42 SFS/CC has determined that any and all traffic-related reports received from outside agencies will be processed and safeguarded in the same manner as interagency traffic reports. Disposition of said reports will also be handled in the same manner as interagency reports.

5.5. The 42 SFS/CC has established procedures to promptly notify local authorities or gaining installation commanders when a member who is under suspension or revocation is transferred to another installation, released from military service, or ends employment or affiliation with the installation.

6.3.2. Security Forces impoundment lots at Maxwell AFB and Gunter Annex are designated storage areas for vehicles which have evidence value only. All other vehicles will be towed off-base at the owner's expense.

6.4.2.2. The 42 ABW/CC, in conjunction with 42 SFS/CC, has determined that with the prior approval of 42 ABW/JA, SFOI will impound an on-base vehicle for reasons not related to military issues. The vehicle shall be held for a period of not more than 90 days, at which time if custody has not been taken by said requesting agency, it will be released to the owner. Handle all requests for an extension of the 90-day period through the 42 SFS/CC, with approval from the 42 ABW/CV or 42 ABW/CC.

THERESA C. CARTER
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Attachment 3 (Added) (MAFB)**RULES OF THE ROAD**

This attachment establishes requirements and procedures concerning operation of motor vehicles, motorcycles, motor-driven cycles, bicycles, movement of pedestrians, and related traffic matters on Maxwell AFB, Gunter Annex, and the Maxwell Family Housing Annex as required by AFI 31-204. Under the provisions of the Assimilated Crimes Act (18 USC 13) and DoD Directive 5525.4, this attachment is based on the traffic code of the State of Alabama, Title 32. It applies to all personnel operating motor vehicles, motorcycles, motor-driven cycles, bicycles, and to pedestrians (including joggers) on Maxwell AFB, Gunter Annex, and the Maxwell Family Housing Annex.

Section A—Policy and Explanation of Terms

A3.1. Policy. It is unlawful for any person to do any act forbidden or fail to perform any act required in this code or Alabama Title 32, Motor Vehicle and Traffic Code. The parent of any child and the guardian of any ward must not authorize or knowingly permit the child or ward to violate any of the provisions of this code. The Alabama Motor Vehicle and Traffic Code (Title 32) is assimilated into the Base Traffic Code; Chapters 2, 3, 4, 5, and 6 of this instruction are enforceable under Title 18, USC, Section 13, and Title 32, Code of Alabama. Traffic and pedestrian rules identified in this instruction, as supplemented, and not assimilated under the traffic code of the State of Alabama, Title 32, are enforceable under Title 40, USC, Section 318c, as delegated by DOD directive 5525.4, Appendix C, Enforcement of State Laws on DOD Installations, and the basic instruction.

A3.2. Terms Explained. The following words and phrases when used in this code for the purpose of this code have the descriptive meanings shown:

A3.2.1. Actual Physical Control. Every person in position to control the motor vehicle, whether to regulate or retain its operation or movement; for example, sitting in a parked car, keeping it in restraint, or in position to control its movement.

A3.2.2. Authorized Emergency Vehicles. Vehicles of the fire department, police, ambulances, and those designated by the installation commander. All emergency vehicles are equipped with appropriate emergency lights, sirens, and other emergency equipment required by the Alabama Motor Vehicle Codes.

A3.2.3. Motor-Driven Cycle. Every motor-driven cycle, including motor scooters, with a motor which produces not more than five brake horsepower, not to exceed 150 cubic centimeters engine displacement, weight less than 200 pounds fully equipped, and bicycles with a motor attached.

Section B—Rules of the Road

A3.3. Obedience to Law Enforcement Officials. All drivers of motor vehicles must obey the orders of on-duty security forces officers. The order or direction of the police officer may be oral, by hand or body gesture, by use of emergency lights, siren, or any other signal which clearly evidences the police officer's order or direction.

A3.4. Operating Speed Restrictions. No person will drive a vehicle at a speed greater than is prudent under existing conditions, having regard for actual and potential hazards.

A3.5. Maximum Speed Limits. The maximum speed limit on Maxwell AFB, Gunter Annex, and the Maxwell AFB Family Housing Annex is 25 miles per hour (mph), unless otherwise posted or as indicated below:

A3.5.1. Housing Area - 15 mph or as posted

A3.5.2. Parking lots or alleys - 5 mph

A3.5.3. Flightlines and taxiways - 15 mph

A3.5.4. Aircraft parking areas - 5 mph

A3.5.5. In close proximity of marching formations - 10 mph

A3.5.6. Adjacent to Installation Entry Control Points – 15 mph

A3.6. Parking in Specific Places. Stopping, standing, or parking a vehicle, except when necessary to avoid conflict with other traffic or in compliance with law or the directions of a police officer or traffic control device, is prohibited in any of the following places:

A3.6.1. Areas not clearly marked for parking

A3.6.2. Within 15 feet of a garbage dumpster

A3.6.3. Except for the base exchange garage and the designated overnight parking area at the auto hobby shop, vehicles deemed not to be in a safe operating condition or inoperative vehicles are not to be parked on base.

A3.7. Reserved Parking. No driver will park or cause any vehicle to be parked in any space or area officially designated by proper authority to be reserved, except the custodian of that reserved space or area or a driver who has the permission of the custodian.

A3.8. Parking of Recreational Vehicles (RV), Boats, Trailers, Etc. RVs, motor homes, boats (excluding canoes), campers (including detached shells), trailers, and racing vehicles not routinely used as primary transportation by residents of Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex housing areas will not be routinely parked or stored in parking lots or in the housing areas. Owners may contract with a commercial establishment of their own choosing or through MWR to store their RVs or equipment for a fee.

A3.8.1. Exceptions to the above requirements may be requested in writing to the 42 SFS/CC.

A3.8.2. Security Forces controls access to the recreational vehicle storage area. Nonoperational vehicles will not be stored in the RV lot. Nonoperational vehicles will be stored in accordance with paragraph A1.6 of this attachment.

A3.9. Backing of Vehicles. All vehicle operators will ensure backing movements of a vehicle do not result in a collision, personal injury, or obstruct traffic. Vehicles without adequate visibility through a rear window or confined area will only be backed with a spotter in position to advise of traffic.

A3.10. Window Tinting. All motor vehicles will comply with the vehicle tinting law of the state in which the vehicle is registered. If the state of registration has no such tinting law, vehicle operators will comply with the Alabama Vehicle Tinting laws. Personnel TDY to Maxwell AFB or Gunter Annex will comply with the state tinting law in which the vehicle is registered. Additionally all motor vehicles will comply with state sticker laws for front and rear windows.

A3.11. Mopeds and Motor Scooters. All operators of mopeds and cycles with motors smaller than 150cc will obey all motorcycle laws.

A3.12. Riding on Bicycles. Everyone operating a bicycle on Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex must wear a helmet. Workers operating a bicycle in industrial and flightline areas designated no-hat areas due to the potential of FOD or while operating a three-wheeled cycle are not required to wear a helmet. When operating a bicycle during reduced visibility (30 minutes before sunset to 30 minutes after sunrise, plus inclement weather), individuals must wear reflective or high-visibility outer garments. A front white light and rear red reflector or red light must be attached to the bicycle. When operating a bicycle, keep at least one hand on handlebars and maintain control of the bicycle at all times. Bicycle operators will obey the rules of the road.

A3.13. Riding on Motorcycles, Mopeds, and Motor Scooters. The following items must be worn while operating a motorcycle (mopeds, motor scooter) on Maxwell AFB, Gunter Annex or Maxwell Family Housing Annex:

A3.13.1. Department of Transportation approved helmet

A3.13.2. Properly worn eye protection (impact or shatter-resistant goggles, or full face shield properly attached to the helmet). A windshield, fairing or eyeglasses alone are not considered proper eye protection.

A3.13.3. Long sleeve shirt or jacket

A3.13.4. Full-fingered motorcycle gloves or mittens

A3.13.5. Long trousers

A3.13.6. Sturdy footwear, defined as leather boots or over the ankle shoes that affords protection for the feet, ankles, and lower parts of the legs (durable athletic shoes that cover the ankles may be worn). Sandals, low quarter sneakers, or similar footwear will not be worn.

A3.13.7. Brightly colored or contrasting vest or jacket worn as an upper outer garment during the day and reflective at night. Outer upper garment will be clearly visible and not covered. *Note: Reflective strips or tape do not satisfy this requirement; examples of "upper garments" are jackets/shirts. If a vest is worn another garment with sleeves coming down to the wrist must be worn.

A3.13.8. During decreased visibility, (30 minutes before sunset and 30 minutes after sunrise, plus inclement weather), a reflective vest or jacket or a long sleeve shirt augmented with reflective material.

A3.14. Registration License. Motorcycles and motor-driven cycles operated on base by military personnel, their dependents, DoD civilians, and retirees must be registered. Active duty military and DoD civilians have three working days after arrival on base or after purchasing a motorcycle or a motor-driven cycle, to report to the 42 ABW Safety Office to enroll in the appropriate motorcycle training course in accordance with AFI 91-207, *The US Air Force Traffic Safety Program*. When provided a scheduling date, operators must report to pass and registration where they are issued a 30-day (nonrenewable) temporary decal. After completion of an appropriate motorcycle training course, they may be issued a permanent decal. **Note:** Operators of motorcycles with attached sidecars, three wheeled motorcycles and mopeds must attend the classroom portion of the training class but are exempted from the riding portion. When an individual purchases or intends to ride another motorcycle or motor-driven cycle, he or she must complete the riding evaluation phase of Course IV. Noncompliance with these requirements may result in the suspension of base driving privileges in addition to administrative or disciplinary action taken by the unit or installation commander. Active duty motorcycle operators must possess a valid state license, a completed AETC Form 708 and AETC Form 410, before issuance of a decal.

A3.15. Golf Carts. Golf carts may be driven to and from the golf course and from a person's on-base quarters by the most direct route. All requirements of this instruction apply except golf carts are excluded from registration requirements. During special events, golf carts may be driven as directed by the Chief, Security Forces.

A3.16. Go Carts/Off-Road Vehicles. Go-carts and off-road vehicles will not be operated on Maxwell AFB, Gunter Annex, or the Maxwell AFB Family Housing Annex.

A3.17. Skateboards or Rollerblades. The use of skateboards or rollerblades is prohibited on the streets of Maxwell AFB, Gunter Annex and the Maxwell AFB Family Housing Annex. Skateboards or rollerblades may be ridden on sidewalks (as long as they do not interfere with pedestrian traffic) and areas designated for such use. Helmets must be worn while riding skateboards or rollerblades.

A3.18. Portable Headphones, Earphones, or Other Listening Devices. The wearing of listening devices while operating a motorized vehicle and while jogging, walking, bicycling, or skating on the roads and streets of Maxwell AFB, Gunter Annex or the Maxwell Family Housing Annex is prohibited.

A3.19. Vehicle Maintenance. The only authorized area to perform major automobile repairs is the auto hobby shops located at Maxwell AFB and Gunter Annex. Major repairs will not be conducted in parking lots, roadways, driveways, and quarters parking areas.

A3.20. Bumper Stickers. Bumper stickers, decals, or vehicle plates depicting sex acts, vulgar or obscene language, racial or ethnic slurs, or reference to human excretion are prohibited.

A3.21. Mandatory Use of Seatbelts and Child Restraint Devices. All persons operating motor vehicles on Maxwell AFB, Gunter Annex, or in the Maxwell Family Housing Annex are responsible to ensure all occupants of their vehicle utilize passenger restraint devices properly. All vehicle operators transporting infants or toddlers 4 years old or under and not exceeding 50 pounds will have appropriate approved child restraint device in use and the child secured therein. Children 3 years of age and younger will be in a child restraint seat regardless of weight. To ensure compliance, random spot-checks are made base-wide by wing safety and security forces personnel. Traffic tickets can be issued for failure to wear seatbelts or use child restraint devices under the provisions of the basic instruction.

Security forces may issue traffic tickets for failure to wear seatbelts or use of child restraint devices.
*Note: All persons riding in the back of a pickup truck must be seated on the floor of the bed and must not be sitting up against the tailgate.

A3.22. Driving With an Open Container. It is unauthorized on Maxwell AFB, Gunter Annex and the Maxwell AFB Family Housing Annex to drive or ride in a vehicle with an open container of an alcoholic beverage in the passenger compartment of a vehicle.

A3.23. Unattended Motor Vehicles and Children. No person driving or in charge of a motor vehicle on Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, effectively setting the hand brake thereon and, when standing upon any grade, turning the front wheel to the curb or side of the road. No person driving or in charge of a motor vehicle on Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex shall leave a child under the age of nine (9) years of age unattended in a motor vehicle for any period of time.

A3.24. Noise Abatement. No person shall play or operate any radio or similar device, whether from a motor vehicle or by a pedestrian, in such a manner as to be plainly audible to any person other than the operator of the device at a distance of five feet (5') in the case of a motor vehicle or ten feet (10') in the case of a pedestrian.

Section C--Installation Entry Requirements

A3.25. Vehicle Registration Requirements. All vehicles entering the installation must have a DD Form 2220, **Vehicle Registration Sticker**, or an AF Form 75, **Visitor's Pass**, or locally devised alternative. Exceptions are:

A3.25.1. Commercial Vehicles. Allow entry, if marked with company logo, after verifying bill of lading or other official documentation showing destination.

A3.25.2. Special Functions. Sponsors hosting a large function on the installation may submit a guest list to 42 SFS/SFO 72 hours before the event. This list should contain the location, date, time, guest names, and the name and phone number where the sponsor can be contacted if a problem arises. After verifying the list against the installation debarment listing, copies will be placed at each installation entry point for use as an Entry Authority List (EAL). Upon arrival, guests will provide a valid driver's license for the operator and a valid ID for passengers, to the entry controller for comparison against the EAL. Once verified, the guest will be allowed access to the installation without a visitor's pass. If the guest's name does not appear on the EAL, but they know the name and location of the function, their sponsor will be contacted for verification.

A3.25.3. Unmarked Law Enforcement Vehicles. Allow entry to federal, state, county, and municipal law enforcement personnel possessing official credentials (Department ID).

A3.25.4. Rental Vehicles Loaner Vehicles. Allow entry to the installation without a visitor's pass if anyone in the vehicle possesses a valid military ID. Operators are required to obtain a visitor's pass covering the rental period to eliminate the need to repeatedly stop the vehicle at the installation entry points to verify the driver's identity, which causes traffic back-ups. Operators requesting a pass longer than one day need to produce the rental agreement, when requested by security forces.

A3.25.5. Newly-Assigned Personnel. Personnel will register their vehicles upon arriving at Maxwell AFB or Gunter Annex. They should report to the Pass & ID Office located in Bldg 502, 10 N Pine Street, adjacent to the Bell Street Gate, to properly register their vehicles within 3 days. All military members must have a DD Form 2220 or AF Form 75. The AF Form 75 is only valid for 72 hours, after that all military personnel must have a DD Form 2220 affixed to their vehicle.

A3.26. Contractor Vehicles. Issue a visitor's pass for the length of their contract, not to exceed 1 year. The base contracting office is the focal point for all contractor passes.

A3.27. Visitor Reception Procedures. All visitors must receive a visitor's pass, except those addressed in paragraphs A1.25.1 - A1.25.6.

A3.27.1. The Maxwell Visitor Reception Center (VRC) is located in Bldg #502, 10 N Pine Street, adjacent to the Bell Street Gate. It is open Monday through Friday, 0630 – 1700. All visitors should be directed to the VRC to be issued a pass. During the hours of 1700 - 0630, visitor passes will be issued at any of the installation entry points. However, due to very limited parking at the Day Street Gate, it may often be necessary to direct visitors to the Bell Street Gate for their pass. Personnel who do not otherwise have access to the installation (for example, a non-affiliated civilian who has not been pre-announced to the gate) will not be allowed access to the installation and will be directed to the Bell Street Gate via off-base road to obtain a visitor's pass. All passes for visitors entering Gunter will be issued at the gate. Note: Passes will not exceed 15 days unless a letter signed by the sponsor requesting an exception to the policy is provided. Additionally, entry controller will only issue passes for 72 hours unless personnel are on TDY orders.

A3.27.2. The following are acceptable forms of identification for entry to the installation:

A3.27.2.1. DD Form 2, **Armed Forces Identification Card**

A3.27.2.2. AF Form 354, AETC Form 58, **Civilian Identification Card**

A3.27.2.3. DD Form 1173, **Uniformed Services Identification and Privileges Card**

A3.27.2.4. AAFES Form 2574, **AAFES Identification and Privileges Card**

A3.27.2.5. AAFES Form 1100-16, **AAFES Employee Identification Card**

A3.27.2.6. Red Cross picture identification card

A3.27.2.7. Optional Form 55, **Civilian Identification Card**

A3.27.2.8. Federal Government Identification Badges, (State Dept., Congress, EPA, etc.)

A3.27.2.9. Federal, State, County, and Municipal law enforcement credentials

A3.27.2.10. AF Form 75, **Vehicle/Visitor Pass**, when verified by another form of ID

A3.27.2.11. Any locally-approved protocol credential (coordination with Security Forces required)

A3.29. Visitor Control. All visitors must have a sponsor. Sponsors should pre-announce their visitors to the VRC or the installation gate where they'll be arriving in order to expedite their entry to the installation. **NOTE:** Regardless of time of day, any visitor going to the Maxwell or Gunter clubs must have their sponsor physically meet them at the gate and escort them unless attending a special function with entry covered by an EAL.

A3.29.1. Issuance of the AF Form 75 to visitors will be as follows:

A3.29.1.1. **Visitors:** These personnel consist of guest of military or civilian personnel. An AF Form 75 will be issued to these personnel after only the driver's license and registration is checked. Entry controllers will issue a pass for 72 hours or the next duty day if it falls on a holiday weekend. Pass and ID may issue a pass for 30 days. Additional passes will be issued in 30 day increments.

A3.29.1.2. **Distinguished Visitors:** These personnel also count as visitors with the exception that they may be issued a pass for up to one year. These personnel will be issued credentials once approval has been granted by the installation commander.

A3.29.1.3. **Non-Visitors:** These personnel consist of persons who are employed, contracted or providing a service to the base in an official capacity for their employer. These personnel will be issued a pass after they complete formal registration (to include presenting a valid driver's licenses, registration and insurance).

Attachment 4 (Added) (MAFB)

**IC 2004-1 TO AIR FORCE INSTRUCTION 31-204/MAFB SUPPLEMENT 1,
*AIR FORCE MOTOR VEHICLE TRAFFIC SUPERVISION***

10 August 2004

★SUMMARY OF REVISIONS

★This revision incorporates interim change (IC) 2004-1 (Attachment 4 – Added, MAFB) and adds guidance pertaining to event-related vehicle traffic flow interruptions (paragraph 4.1.2.2.). A star (★) indicates a revision from the previous edition.

★4.1.2.2. Personnel sponsoring an approved large-scale event/activity, which may interrupt vehicle traffic flow (i.e., organized wing runs, construction projects, etc.) are required to notify the 42d Security Forces Squadron Operations Section three days prior to the scheduled event. The sponsoring personnel need to provide the date, time, location or route, sponsor's name and contact number, duration of event/activity and request for security forces support, if needed.